

Path to Eagle – **EAGLE SERVICE PROJECT**

Revised: 3-18-16

ACHIEVE LIFE SCOUT RANK

At your Life Rank Board of Review, discuss with the Advancement Chair what an Eagle Mentor is and how to obtain one.



START WORKING WITH AN EAGLE MENTOR

An Eagle Mentor is an *adult* (not your parent) you choose to work with who will agree to be your “conscience” and “nag”.

Note: An Eagle Mentor clearly understands the Eagle process, time constraints, and deadlines!



LEARN ABOUT THE PROJECT AND THE REQUIREMENTS

Attending an Eagle Preview Meeting put on by the Mustang District is highly recommended.

Obtain and read a copy of:

EAGLE SCOUT SERVICE PROJECT WORKBOOK – (You must use the most recent printing of this workbook!)

(<http://www.scouting.org/scoutsources/BoyScouts/AdvancementandAwards/EagleWorkbookProcedures.aspx>)



PROJECT CONCEPT

START LOGGING ACTIVITY DETAILS AND TIME in a notebook or logbook. Very important! (e.g., notes regarding your search including date, time, and details about what you do and with whom you talk.) Pick a type of project (e.g., landscape, construction, environmental service, collections, etc.) or an organization (must be a 501(c)(3)) to help.

Look at examples of Eagle Scout projects either on the internet or ask your Eagle Mentor.



FIND A SPONSOR

Start making calls! Find a sponsor organization that meets the Eagle service project qualifications. Identify a “Project Sponsor” (or project beneficiary) – someone from the organization that will work with you.



AGREE ON A PROJECT

Work with your Eagle Mentor and your Project Sponsor to decide on exactly what your project is going to be. Do something you will be proud of the rest of your life!



PROJECT PROPOSAL & PROJECT FUNDRAISING APPLICATION

You must use the *most current* Eagle Scout Service Project Workbook!

Use this workbook as a fillable PDF -- you will be making many revisions.

Add sufficient descriptive detail including how you will demonstrate leadership. **PROOFREAD!** Include “before” photos.



PROJECT PROPOSAL & PROJECT FUNDRAISING APPLICATION SIGN-OFF

Although it makes sense to obtain signatures in the following order, this *order* is not required; *however*, the District Advancement Chair’s signature will always be last:

1. Project Sponsor, 2. Scoutmaster, 3. Troop Advancement Chair, 4. Mustang District Advancement Chair
- Allow time for rewrites*, as project proposals are not usually approved on the first pass.



PROJECT FINAL PLAN → *then* PROJECT EXECUTION

FINISH the Final Plan *BEFORE* starting your project! The Final Plan must include full detailed estimates and step-by-step instructions that are clear enough that another scout could execute the project.

Work with your Eagle Mentor to flesh out and polish the plan. Continue documenting anything you do!

Confirm dates of execution. Organize! Advertise! Focus on how you will show leadership skills.

Document anything that goes differently than planned. (Your Project Report is where you will document those changes.)

Take lots of pictures before, during, and after your project. Parents & family members are considered volunteers!



PROJECT REPORT and PROJECT REPORT SIGN-OFF

Complete the *post-project* report. Clearly demonstrate how you showed leadership. **Proofread!** Refine with your Eagle Mentor. Be sure to include detailed time logs for all volunteers, subtitled photos, any drawings, blueprints, designs, maps, significant emails, thank you letters from beneficiary, and thank you letters you wrote to volunteers and donors.

Obtain signatures in the following order:

1. Your Signature (Eagle Candidate), 2. Scoutmaster (Unit Leader), 3. Project Sponsor (Beneficiary)

Path to Eagle – **EAGLE APPLICATION PROCESS**

Revised: 3-18-16

COMPLETE ALL EAGLE RANK REQUIREMENTS *MUST BE DONE BEFORE AGE 18!*

Always refer to the **latest requirements**: (www.scouting.org/scoutsource/BoyScouts/AdvancementandAwards/eagle.aspx)

- 1) Be active in the Troop for 6 months after achieving Life Rank.
- 2) Demonstrate that you live by the principles of the Scout Oath and Law.
- 3) Earn 21 Merit Badges (13 required; 8 elective)
- 4) Serve actively in a position of responsibility for 6 months while a Life Scout.
- 5) Organize and complete an Eagle Service Project.
- 6) Scoutmaster Conference



COMPLETE THE EAGLE RANK APPLICATION – *BEST if done before age 18!*

- ✓ Obtain a copy of the Eagle Rank Application online. Use *most current* version. *Type or use ink only* when completing!!!
- ✓ Obtain a copy of your *advancement history* from Mrs. Woolner that has the dates for your earned merit badges.
- ✓ Provide the Troop Advancement Chair (Mr. Nelson) the names & addresses of 6 individuals (5 if no employer) who would be willing to recommend you (1 parent, 1 religious, 1 educational, 1 employer if any, 2 others). (If not affiliated with an organized religion, then a parent provides this religious reference.)
The Advancement Chair will send out the requests and waits until all letters are received. Letters are sent to Mr. Nelson, NOT the Scout. (Note: Letters of Recommendation *may* come in *after* a Scout's 18th birthday.)
- ✓ Complete a statement of your ambitions and life purpose and a listing of positions held in your religious institution, school, camp, community, or other groups in which you demonstrated leadership. Include honors and awards received during this service.
- ✓ Obtain signatures in the following order: 1. Your Signature, 2. Scoutmaster, 3. Troop Committee Chair



SUBMIT THE FOLLOWING TO THE PERSON IN CHARGE OF TROOP ADVANCEMENT RECORDS (MRS. WOOLNER)

- 1) Original Eagle Scout Rank Application (typed or ink only!)
- 2) 6 Letters of Recommendation (submitted per Mr. Nelson)
Note: Recommendation Letters are sent *directly* to Mr. Nelson. *The Eagle Scout candidate is not to read these.*
- 3) Personal Life Goals and Experience (a.k.a., statement of ambitions and life purpose, leadership positions)
- 4) Original Eagle Scout Workbook in its entirety that includes the Project Proposal (with signatures), Project Final Plan, Project Fundraising Application (with signatures), Project Report (with signatures), and ALL attachments (e.g. pictures, drawings, log-in hours of you and your volunteers, copies of thank you letters, etc.). *Please keep a copy of everything submitted just in case!*



FINAL PACKET

**The final packet is assembled, copied, scanned (by Mr. Nelson),
and then taken to the District Office by Mrs. Woolner, Advancement Records.**

(Note: Even though our Troop's goal is for all candidates to have their final packet turned in to the Council before age 18, this *may* be done after the Scout's 18th birthday (as **promptly** as possible!). If all of the recommendation letters are not received, **DO NOT** hold up the application packet. Get the packet to Council for verification, and follow-up separately with the tardy reference person.)



EAGLE BOARD OF REVIEW (EBOR)

Once the district office certifies the application, you will work with Mr. Nelson on scheduling your EBOR.

Lots of websites have potential questions that may be asked of you at your EBOR. You may want to use these questions to prepare better. Know motto, slogan, and basic knots. **PLEASE KNOW WELL YOUR SCOUT OATH AND SCOUT LAW!!!**

Be dressed appropriately with patches in the right places. Wear your Merit Badge sash, NOT an OA sash!

Your Boy Scout Handbook should be 100% signed off and dated *for every single requirement*.

Sometimes a Scout's Handbook is checked again at the Eagle BOR; therefore, take yours with you to your EBOR!

EBORs must be done within 90 days of turning 18 (or may be done sooner) unless a special extension has been asked for and granted from Council with a maximum extension up to 6 months after age 18.



AFTER YOUR EAGLE BOARD OF REVIEW (EBOR)

Submit your original Eagle Scout Rank Application to Mrs. Woolner. She will take these items to the local council, who will send them to the national office. The local council will notify Mrs. Woolner when the credentials (badge/pins/certificate/etc.) are ready to be picked up.



EAGLE COURT OF HONOR

DO NOT SCHEDULE the Court of Honor until the local council receives the Eagle Scout rank credentials from national.

According to Troop 123 policy, logistics and funding of the ceremony are left up to the Eagle Scout and his parents.

THE DATE FOR THE EAGLE COH NEEDS TO BE APPROVED BY THE SCOUTMASTER & TROOP COMMITTEE CHAIR!

Final Eagle Paperwork Check-Off List

(These items must be checked off BEFORE turning paperwork into Mrs. Woolner, Advancement Records)

Revised 3-18-16

- I have earned 21 merit badges (13 required, 8 elective). All my blue cards have been signed and dated by my Merit Badge Counselors and turned in to the Advancement Records adult, Mrs. Woolner.
- For Eagle Rank, I have served actively in a "Troop" position of responsibility for a minimum of 6 months while a Life Scout. I understand that the only positions that I can count for Eagle Rank are the ones I served in *after* my Life Board of Review date. This date is documented in my Scout Handbook.
- I am completely finished with my Eagle Project, including project paperwork and "thank you" notes/letters to my volunteers and donors. *Grand total of hours* = all my hours + all hours of my volunteers.
- I have had a Scoutmaster Conference for Eagle Rank, and this date has been documented in my Scout Handbook. This also means that EVERY Eagle Scout Rank Requirement has been initialed and dated. I have also checked that EVERY rank requirement for Tenderfoot, Second Class, First Class, Star, and Life has been initialed and dated in my Scout Handbook.
- I have obtained a copy of my advancement history from the Advancement Records adult (Mrs. Woolner) in order to assist me in completing my Eagle Application.
- I have cross-checked this advancement record against my Scout Handbook regarding all non-merit badge dates (this means for every part of each rank in my Scouting history). If there are any dates that do not match, I have asked Mrs. Woolner to help me resolve them.
- I have already given the Advancement Coordinator, Mr. Nelson, the names and addresses of the 6 individuals who would be willing to write recommendations on my behalf.
- I have checked *and rechecked* to make sure the following items are included in my original Eagle packet of paperwork that I will be turning into the Advancement Records adult, Mrs. Woolner. I have also made one COMPLETE colored copy of ALL the paperwork I am turning in just in case anything were to be accidentally lost!!! This includes my project workbook, attachments, application, life purpose paper, etc.
 - Eagle Project Workbook in its entirety (Proposal, Final Plan, Project Report, Fundraising Application). Included are the original signatures of me (Eagle Candidate), the Beneficiary, the Scoutmaster (Unit Leader), the Troop Committee Chair (Unit Committee), and the District Executive (Council or District) where necessary.
 - A statement of my Ambitions and Life Purpose, a listing of leadership positions held in various organizations, and any honors or awards I earned/received.
 - ALL pictures with subtitles of my project – including BEFORE and AFTER pictures – either in workbook or attached.
 - Any drawings/layouts/designs/diagrams/blueprints/sketches/maps that I used are included.
 - Detailed* log-in sheets that record my own volunteer hours as well as detailed log-in sheets for my volunteers.
 - Any copies of significant email correspondence (e.g. Troop-wide email, email from representative, etc.)
 - Any letters of gratitude from my beneficiary or others to me for doing my project.
 - Copies of "Thank You" letters that I personally wrote to thank my donors and volunteers.
 - All my attachments are labeled appropriately and easily referenced from the Project Workbook.
 - My completed **Eagle Application** is complete and included. I have confirmed and proofread the dates of joining Scouts, Star & Life Board of Review dates, as well as dates merit badges were earned. If I were still in 5th grade (e.g. Webelos II) when I joined Boy Scouts, then I will check "NO" when it asks me if I had *completed* 5th grade upon joining. I crossed out any merit badges *not* earned (e.g. did swimming, but NOT cycling & hiking, so crossed out cycling & hiking). My position of Troop responsibility clearly shows it was done AFTER my Life BOR date, and shows it was done for a *minimum* of 6 months. Signatures & dates are all complete. Signatures include mine (Applicant), Scoutmaster (Unit Leader), and Troop Committee Chair (Unit Committee Chair).